

Please return to Payroll by 12pm on Monday of the week due to be processed.

- Please use this sheet to advise Barrie Bookkeeping & Payroll Solutions of the hours your employees have worked so we can process your payroll.
- We accept time sheets by email or post, using the details below. You can scan or even take a photo of your time sheet and send it to us.
- Please allow the time for mailing if you are posting in a hard copy.

**Additional Employer comments –*

As tax and National Insurance contributions are calculated by HMRC every time an employee is paid, it is more important than ever that time sheets are sent in on time. Once the pay cycle has been closed, we cannot process a late time sheet until the pay cycle re-opens.

As your employee's tax and National Insurance contribution won't have been calculated for the missed pay cycle, they may end up paying more than they need to. You can find the dates you need to have your time sheets submitted by on your individual payroll cycle provided. If you require a copy, please contact us on 01592 756713.